**Notice of Planned Absence**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ Absence Code**

\_\_\_\_\_\_\_\_\_\_\_\_\_**Approved Excused**

\_\_\_\_\_\_\_\_\_\_\_\_\_**Approved Unexcused**

\_\_\_\_\_\_\_\_\_\_\_\_\_**Unexcused**

To: Teachers

From: Administration

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_ has parental permission to be

Student Name ID #

absent from school. It is understood that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be responsible for all assignments and assessments missed during this absence. According to MCPS Regulation JEA-RA, requests for family travel are not lawful absences.

**Grade Level Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Form must be signed by an administrator before being presented to the teachers for signatures.

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| --- | --- | --- | --- | --- |
| Date | Subject | Period | Comments | Initials |
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**Return this form to the attendance secretary BEFORE the absence.**